

ROUTING CHECKLIST For Tenant Improvement (BZ) (BY)

To Be Completed by City Staff:

Quick Review ☐ Yes ☐ No **Building Initials** _____ **Land Use Review?** ☐ Yes ☐ No **Land Use Initials** _____

Complete this Checklist prior to application.

- | | | |
|--------------------------|--------------------------|---|
| Yes | No | |
| <input type="checkbox"/> | <input type="checkbox"/> | 1. The work is on the first floor of a building in a Design District. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Some or all of the work is visible to the outside.
(i.e. exterior changes to walls, storefront, doors, windows, mechanical, etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Some or all rooms and areas within the space will become a different use. |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. The work to be done within the tenant space will affect the parking requirements. |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. The tenant use is for a special occupancy, daycare, assembly use, hazardous material, auto shop or high-piled combustible storage. |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Venting will be required to an exterior wall? |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. This space is to be used as photo processing, medical, dental, or veterinary laboratory. |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. The use of this space involves a restaurant, deli, or some other kitchen type facility, carwash, auto detail or auto repair facility. |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. This will be a change of use / change of occupancy / initial build out? |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Occupancy Classes (A) Assembly, (E) Education, (F1) Factory, (H) Hazardous, (I) Institutional, (S1) Storage areas {> 500 sq. ft.} or (S2) & Parking Garage are affected or modified by this work or the total area of TI work exceeds 5,000 sq. ft. |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Are walls being constructed from floor-to-floor in a building equipped with a smoke control system? |

Note: Separate permits for Fire Alarm, Fire Sprinkler, Mechanical, Electrical and Plumbing are required if that work is being done.

For any questions, visit or call 425- 452-6800 the Development Services staff below.

Hours are 8 a.m. to 4 p.m., Monday through Friday (Wednesday, 10 to 4).

Assistance for the hearing impaired: Dial 711 (Telecommunications Relay Service).

<i>Land Use Reviewer</i>	<i>Items 1-6 & 9 on the Checklist</i>
<i>Utility Department Representative</i>	<i>Items 7-9 on the Checklist</i>
<i>Fire Reviewer</i>	<i>Items 5, 9-11 on the Checklist</i>
<i>Permit Processing Technician</i>	<i>Building permit application and other submittal documents</i>

Some projects may qualify for quick review:

Quick review building permits may be issued for minor commercial tenant improvement work. The project must be authorized by a Building Plans Examiner to qualify. Some examples of projects that would qualify include:

- ▶ adding, moving, or replacing a door or relite in a wall of a room;
- ▶ replacing sheetrock on an interior wall in the same location;
- ▶ adding a wall to divide a room into two smaller rooms;
- ▶ removing a wall to create a larger room; or
- ▶ adding, moving, or replacing supporting grid for suspended acoustical ceiling tile.
- ▶ non-structural work

The answers to the above questions are accurate to the best of my knowledge.

Print Name of Owner/Agent _____

Date _____

Signature of Owner/Agent _____

Date _____

5/18/09

BUILDING CODE INFORMATION

Quick Review Tenant Improvement Permit

Technical Code Issues

The project must comply with currently adopted versions of all applicable city & state codes:

<i>Bellevue City Code</i>	<i>WA State Ventilation & Indoor Air Quality</i>
<i>Bellevue Land Use Code</i>	<i>Code (Chapter 51.13 WAC)</i>
<i>Bellevue Utility Code</i>	<i>WA State Energy Code</i>
<i>International Building Code</i>	<i>(Chapter 51.11 WAC)</i>
<i>International Fire Code</i>	<i>WA State Building Code</i>
<i>International Mechanical Code</i>	<i>(Chapter 51.50 WAC)</i>
<i>Uniform Plumbing Code</i>	<i>WA State Regulations for Barrier-Free</i>
<i>National Electrical Code</i>	<i>Facilities (Chapter 51. 50.1100 WAC)</i>

The code requirements that apply to these projects include, but are not limited to the following:

IBC Construction Type (Chapter 6)

IBC construction types I and II are noncombustible construction which requires the use of steel, concrete, masonry, and gypsum materials for roofs, floors, and walls. Metal studs and 5/8" type "X" gypsum wallboard are typically required for interior nonbearing partitions. Raised floors must be noncombustible. The allowable use of wood within any framing is very limited (*IBC* Section 603 and Table 601).

IBC construction types III A and V A are combustible construction, but are fire-rated. Interior partitions and floor-ceiling assemblies are typically required to be approved 1-hour construction (Table 601).

The facing of any exposed insulation must meet a flame spread index of 25 or less (*IBC* Section 719.2).

Suspended acoustical tile ceilings and light fixtures must be supported vertically and braced laterally (including vertical struts) per Cisca Guidelines. Partitions must also be braced laterally or extend to the structure above (*IBC* Section 803.9.1.1).

IBC Exiting (Chapter 10)

Each room or area must have at least one exit door with a width of 3'-0" minimum up to 4'-0" maximum, with a minimum clear open width of 32", and a height of 6'-8" minimum (*IBC* Section 1008.1.1.).

Rooms and areas may require two or more exits in accordance with *IBC* Sections 1004 and 1018 and Tables 1018.1 and 1018.2, depending on the calculated occupant load.

(OVER)

IBC Safety Glass (Chapter 24)

Glazing not more than 60" above the floor and within a 24" arc of the edge of any swinging door or glazing within 18" of a floor surface must be approved safety glass (*IBC* Section 2406.3.6).

Glazing located in doors and enclosures for bathtubs and showers must be approved safety glass (*IBC* Section 2406.3.5).

Accessibility (WAC 51.40.1100)

Each door must have at least an 18" clear floor space beyond the strike jamb on the swing side of the door, measured parallel to the closed-door position. The clear area must extend out 5' perpendicular from the closed-door position (WAC 51.50.ICC A 117.1-2003, Section 404.2.4).

Each door with a latch and closer must have at least a 12" clear space beyond the strike jamb (floor to 29" AFF) opposite the swing side, measured parallel to the closed position. The clear area must extend out 4' perpendicular from the closed-door position (WAC 51.50.1106.10.3.2).

Door hardware must be accessible (lever rather than a knob) for new or relocated doors (WAC 51.50.1106.3.1).

Typically all commercial rooms and areas, including private offices and elevated floor areas, must be barrier-free accessible by a ramp or elevator (WAC 51.50.1103.1.1).

Interior Finish (Chapter 8)

Toilet room floors must have a smooth, hard, nonabsorbent surface such as Portland cement, concrete, ceramic tile, etc., which extends upward onto the walls at least 6" (coved rubber base is not permitted). Walls within 2' of toilets and urinals located in toilet rooms which are accessible to the public or which contain more than one water closet must be of a similar finish to a height of 4' (*IBC* Sections 1210.1 and 1210.2).

The maximum flame-spread class of finish materials used on interior walls & ceilings shall not exceed the flame-spread limitations of *IBC* Table 803.5.